

30 March 1963

Narrative Supplement to the Records Center Monthly Statistical
Summary

1. Filled 94 special requests for DD/P-CI [redacted] These requests were all telephoned to the Center and were needed as soon as possible. With three people working through the lunch hour the Center was able to get all the requested reports on the regular courier run. ✓

25X1

2. A member of the Records Center staff was called to the Center at 2330 hours to pull some records for a member of the Headquarters Physical Security staff to review. ✓

3. The remaining DD/P 201 files (369 cubic feet) were returned permanently to RID to be incorporated with the current 201 file. ✓

4. 316 cubic feet of active DD/P files were returned permanently to RID. ✓

5. [redacted] entered on duty on the 18th. [redacted] will occupy one of the Records Center Courier positions and will transfer to Headquarters when the courier function is transferred.

25X1

6. The Records Center released [redacted] to his new job in Communications on the 25th. The transfer will be effective 14 April 1963.

25X1

7. [redacted] has been working with the Records Administration office at Headquarters since the 11th. ✓

8. [redacted] were given a conducted tour of the Security Records Division on the 13th. ✓

ILLEGIB

MARCH 1963

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Forms Activities

| | | <u>NEW</u> | | <u>REVISED</u> | | <u>TOTAL</u> |
|---|----|------------|-----------|----------------|----|--------------|
| DD/I | 3 | 9,000 | - - - - - | | 3 | 9,000 |
| DD/P | 2 | 2,300 | 7 | 290,625 | 9 | 292,925 |
| DD/S | 28 | 41,150 | 9 | 326,600 | 37 | 367,750 |
| DCI (inc. Compt., IG, CabSec, etc.) | 2 | 12,300 | 2 | 5,000 | 4 | 17,300 |
| | | <hr/> | | <hr/> | | <hr/> |
| | 35 | 64,750 | 18 | 622,225 | 53 | 686,975 |

OBSOLETE: 7 Forms (293, 789, 803, 949, 1307, 1663, and 1700)

| | |
|--------------|------|
| Agency forms | 1784 |
| OCA forms | 188 |
| <hr/> | |
| Total | 1972 |